



United States Fish & Wildlife Service

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12/18/2003

Memorandum

From AD-Budg, Planning & Hum Res
Subject Fitness Center Membership Fee Reimbursement - Deadline
January 31, 2004

Service employees participating in the Fitness Center Membership Fee Reimbursement Program are reminded that they must seek reimbursement (50% or \$275, whichever is less) for their 2003 fitness center membership fees by January 31, 2004.

To receive reimbursement, employees must provide the following documentation to his/her supervisor between January 1 and January 31:

- a. Completed **Form 3-2178a (Report of Taxable Fringe Benefit (Fitness Center Reimbursement Fees))**.
- b. Your paid invoice(s) or other proof of payment (such as a bank statement for centers that require automatic withdrawal) for individual membership fees for the entire calendar year.
- c. Completed **Form 3-2178b (Fitness Membership Fee Reimbursement Program Self-Certification of Usage)**.

Supervisors will maintain a copy of **Forms 3-2178a** and **3-2178b** and the original proof of payment in their files, and must forward the original **Form 3-2178a** and a copy of the invoice to the National Business Center at the address on the form on or before January 31, 2004.

Additional information on the Service's Fitness Center Membership Fee Reimbursement Program can be found in Director's Order 122, by contacting Headquarters Human Resources, or by visiting the Division of Human Resources' Work/Life Website at: <http://hr.fws.gov/hr/Worklife.htm>.

Our mission is working with others to conserve , protect, and enhance, fish, wildlife, and plants and their habitats for the continuing benefit to the American people.